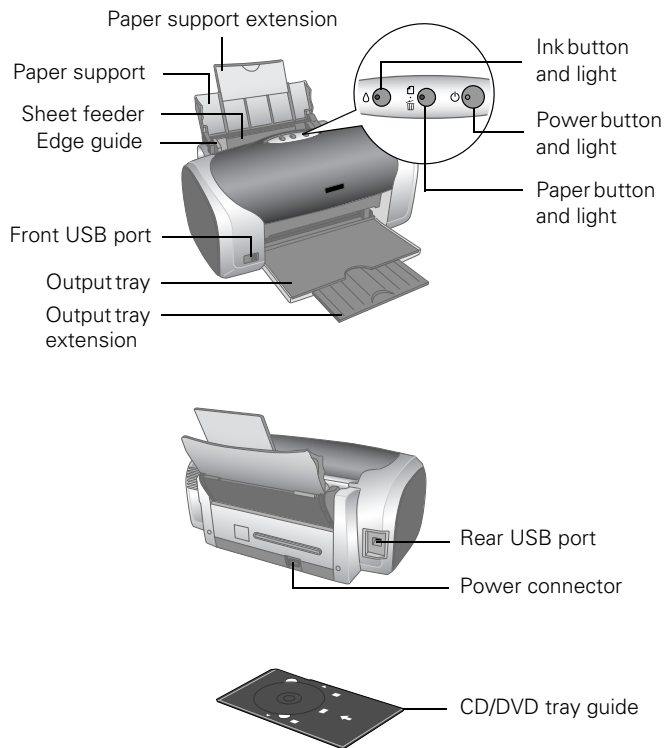


Printer Parts



EPSON Media

Paper name*	Size	Part number
EPSON Premium Bright White Paper	Letter (8.5 x 11 inches)	S041586
EPSON Photo Quality Ink Jet Paper	Letter (8.5 x 11 inches)	S041062
	A4 (8.3 x 11.7 inches)	S041061
	Legal (8.5 x 14 inches)	S041067
EPSON Photo Quality Ink Jet Cards	A6 (4.1 x 5.8 inches)	S041054
EPSON Photo Paper	Panoramic (8.3 x 23 inches)	S041145
	Borderless 4 x 6 inches	S041458
	4 x 6 inches, perforated edges	S041134/S041671
EPSON Glossy Photo Paper	Letter (8.5 x 11 inches)	S041141/S041649/S041272/S041271
	Letter (8.5 x 11 inches)	S041500
EPSON ColorLife Photo Paper	Letter (8.5 x 11 inches)	S041500
EPSON Matte Paper Heavyweight	Borderless 8 x 10 inches	S041467
	Letter (8.5 x 11 inches)	S041257
EPSON Double-Sided Matte Paper	Letter (8.5 x 11 inches)	S041568
EPSON Premium Glossy Photo Paper	Letter (8.5 x 11 inches)	S041286/S041667
	Borderless 4 x 6 inches	S041727
	Borderless 5 x 7 inches	S041464
	Borderless 8 x 10 inches	S041465
EPSON Premium Semigloss Photo Paper	Letter (8.5 x 11 inches)	S041331
EPSON Premium Luster Photo Paper	Letter (8.5 x 11 inches)	S041405
EPSON Photo Quality Self Adhesive Sheets	A4 (8.3 x 11.7 inches)	S041106
EPSON Ink Jet Transparencies	Letter (8.5 x 11 inches)	S041064
EPSON Iron-On Transfer Paper	Letter (8.5 x 11 inches)	S041153
EPSON Glossy Photo Greeting Card Kit	Letter (8.5 x 11 inches), perforated edges	S041606
EPSON Photo Stickers Kit (CD-ROM/paper)	A6 (4.1 x 5.8 inches)	S041144-KIT
EPSON Photo Stickers (refill)	A6 (4.1 x 5.8 inches)	S041144
EPSON Semigloss Scrapbook Photo Paper	Letter (8.5 x 11 inches)	SCR1001
PremierArt™ Matte Scrapbook Photo Paper for Epson	Letter (8.5 x 11 inches)	SCR1002

* Availability of paper types varies by location

Accessories

Ink Cartridges

Cartridge	Part number
Black	T048120
Cyan	T048220
Magenta	T048320
Yellow	T048420
Light Cyan	T048520
Light Magenta	T048620

Caution: To ensure good results, use genuine EPSON cartridges and do not refill them. Other products may cause damage to your printer not covered by EPSON's warranties.

Don't use an ink cartridge beyond the expiration date on the package.

Printer Specifications

Printing

Printing method	On-demand ink jet
Nozzle Configuration	90 nozzles (each color) × 6 Black, cyan, magenta, yellow, light cyan, light magenta
Resolution	Maximum 5760 × 720 optimized dpi
Print direction	Bidirectional with logic seeking
Control code	EPSON ESC/P® Raster, EPSON Remote
Interfaces	Front USB, Rear USB

Mechanical

Paper feed	Friction
Paper path	Sheet feeder, top entry
Sheet feeder capacity	100 sheets of 17 lb (65 g/m ²) paper
Dimensions	
Storage	Width: 18.5 inches (462 mm) Depth: 10.5 inches (263 mm) Height: 7.8 inches (196 mm)
Printing	Width: 18.5 inches (462 mm) Depth: 19.0 inches (474 mm) Height: 11.9 inches (297 mm)
Weight	11.4 lb (5.2 kg) without ink cartridges

Ink Cartridges

Colors	Black, cyan, magenta, yellow, light cyan light magenta
Cartridge life	2 years from production date (if unopened); within 6 months after opening package, at 77 °F (25 °C)
Dimensions (W × D × H)	0.5 × 2.9 × 2.2 inches (12.7 × 73.46 × 55.25 mm)
Storage temperature	−4 to 104 °F (−20 to 40 °C) 1 month at 104 °F (40 °C)
Transit temperature	−22 to 122 °F (−30 to 50°C) 10 days at 122 °F (50 °C)
Freezing temperature*	3.2 °F (−16 °C)

* Ink thaws and is usable after approximately 3 hours at 77 °F (25 °C)

Caution: To ensure good results, use genuine EPSON cartridges and do not refill them. Other products may cause damage to your printer not covered by EPSON's warranties. Don't use an ink cartridge beyond the expiration date on the package.

Electrical

Specification	Value
Rated voltage	100-240 V
Input voltage range*	90 to 264V
Rated frequency range	50 to 60 Hz
Input frequency range	49.5 to 60.5 Hz
Rated current	0.2 to 0.4 A
Power consumption	Approx. 12 W (ISO 10561 Letter Pattern)
	Approx. 3 W in sleep mode
	Approx. 0.4 W in standby mode

* Check the label on the back of the printer for its voltage.

Environmental

Temperature

Operation	50 to 95 °F (10 to 35 °C)
Storage*	−4 to 104 °F (−20 to 40 °C) 1 month at 104 °F (40 °C)
Transit*	−4 to 140 °F (−20 to 60 °C) 120 hours at 140 °F (60 °C)

Humidity (without condensation)

Operation	20 to 80% RH
Storage*	5 to 85% RH

* Stored in shipping container

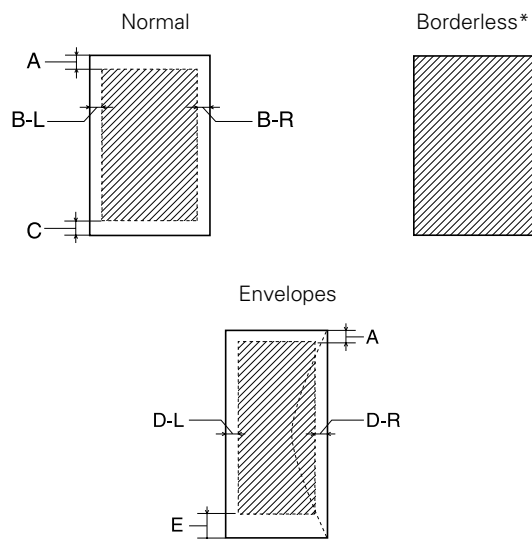
Safety Approvals

Safety standards	UL 1950, CSA C22.2 No. 950
EMC	FCC part 15 Subpart B Class B CSA C108.8 Class B

Paper

Paper	Type	Thickness	Weight
Single sheets	Plain, bond, and special ink jet papers distributed by EPSON	0.003 to 0.004 inch (0.08 to 0.11 mm) for plain bond paper	17 to 24 lb (64 to 90 g/m ²) for plain bond paper
Envelopes	Plain, bond, or air mail paper	0.006 to 0.02 inch (0.16 to 0.52 mm)	12 to 20 lb (45 to 75 g/m ²)

Printable area



A	The minimum top margin is 0.12" (3.0 mm).
B-L	The minimum left margin is 0.12" (3.0 mm).
B-R	The minimum right margin is 0.12" (3.0 mm).
C	The minimum bottom margin is 0.12" (3.0 mm).
D-L	The minimum left margin is 0.12" (3.0 mm).
D-R	The minimum right margin is 0.12" (3.0 mm).
E	The minimum bottom margin is 0.78" (20.0 mm) for Windows and Macintosh OS 8.6 to 9.x. The minimum bottom margin is 0.12" (3.0 mm) for Macintosh OS X.

* When printing with the borderless feature, print quality may decline in the expanded area. Before printing large jobs using the borderless setting, print a single sheet to confirm printout quality.

Note: Always load paper into the sheet feeder with the short edge first. Load envelopes flap edge left with the flap side down.

Control Panel

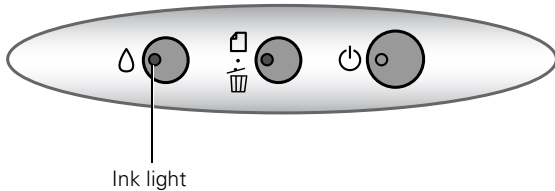
To diagnose problems, check the printer's control panel, as described below.

Lights	Explanation
Green power light flashes	The printer is receiving a print job, replacing an ink cartridge, charging ink, or cleaning the print head.
Red paper light is on	If the CD/DVD tray guide is open, close the CD/DVD tray guide, load paper, then press the paper button. Your paper ran out or more than one sheet loaded at a time. Load paper and press the paper button. When printing on CDs or DVDs, the CD/DVD tray is not inserted in the printer. Insert the CD/DVD tray into the printer and press the paper button (see "Inserting a CD or DVD" on page 7).
Red paper light flashes	Paper is jammed in the printer. Press the paper button to eject the jammed paper. If the light is still flashing, open the cover and remove all paper, including any jammed or torn pieces. Then reload paper and press the paper button to continue printing. When printing on CDs or DVDs, the CD/DVD tray is jammed in the printer. Pull out the CD/DVD tray and press the paper button.
Red ink light flashes	One or more cartridges are low on ink. Check the message that appears on your screen to determine which cartridge is low, or follow the instructions in "Checking the Ink Supply" on page 4. Make sure you have a replacement cartridge.
Red ink light is on	One or more cartridges are out of ink or not installed. Make sure you have a replacement cartridge, then follow the steps in "Replacing an Ink Cartridge" on page 4. If you have just installed a new cartridge, it may be incompatible with the printer or incorrectly installed. Reinstall it or replace it with the correct cartridge as described on page 4.
Red ink and red paper lights flash alternately	The CD/DVD tray guide was left open when you turned on the printer or when printing on paper. Close the CD/DVD tray guide.
Green power light is off; red paper and red ink lights flashing	Paper may be blocking movement of the print head. Turn off the printer, then open the cover and remove any jammed paper or other foreign objects. Turn the printer back on again. If the lights are still flashing, contact your dealer or EPSON as described in your <i>Printer Basics</i> book. The printer may have an internal error. Turn off the printer, wait a few seconds, then turn it on again. If the lights are still flashing, contact your dealer or EPSON as described in your <i>Printer Basics</i> book.

Replacing an Ink Cartridge

When the red Δ ink light flashes, one or more ink cartridges are low on ink.

When the red Δ ink light stays on, you need to replace the cartridge(s).




When you print, you'll also see a message on your screen telling you which cartridge is low or empty.

When a cartridge is more than six months old, you may need to replace it if printouts don't look their best. If the quality doesn't improve after cleaning and aligning the print head, you can replace the cartridge even if the red Δ ink light is off.


Checking the Ink Supply

To check the ink supply, do one of the following:

- Windows:** Double-click the  icon on the Windows taskbar.

You see a window like this one:



- Macintosh OS X:** Choose Applications > EPSON Printer Utility > SP R200 Series > EPSON StatusMonitor.
- Macintosh OS 8.6 to 9.x:** From the File menu, select Print, then click the  ink icon.

You see a window like this one:



Click a cartridge image to display information about the cartridge.

Ink Cartridge Precautions

Warning: Keep ink cartridges out of the reach of children.

If ink gets on your hands, wash them thoroughly with soap and water. If ink gets in your eyes, flush them thoroughly with water.

Caution: To avoid damaging the printer, never move the print head by hand.

You cannot print if an ink cartridge is empty. Leave the empty cartridge installed in the printer until you have obtained a replacement. Otherwise the ink remaining in the print head nozzles may dry out.

Removing and Installing Ink Cartridges

Be sure you have a new ink cartridge before you begin. Once you start replacing a cartridge, you must complete all the steps in one session.

1. Make sure the printer is turned on (the green \mathcal{P} power light should be on, but not flashing). Then open the printer cover.
2. Press and release the Δ ink button.

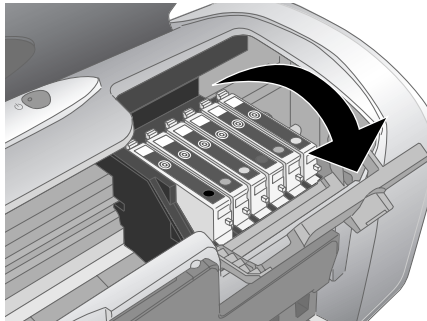
If your ink light is off, go to step 4.

If your ink light is on or flashing, the print head moves to the left, and the cartridge that need to be replaced stops under the \mathcal{P} ink out mark. The \mathcal{P} power light begins to flash. Go to step 3.

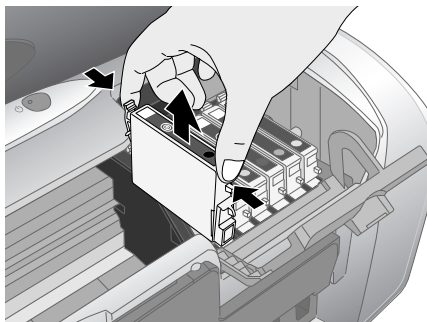
3. Press the Δ ink button again.
 - If more than one cartridge is empty, the next cartridge moves under the \mathcal{P} ink out mark.
 - If all the empty cartridges have been identified, the print head moves to the ink cartridge replacement position.

Note: You can also use the Status Monitor to find out which cartridge is out of ink. See "Checking the Ink Supply" on page 4 for more information.

4. Lift up the cartridge cover.

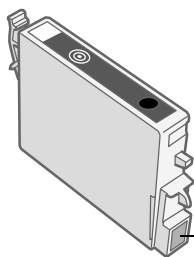


5. Press in the tab on the back of the cartridge and lift the cartridge out of the printer. Dispose of it carefully.



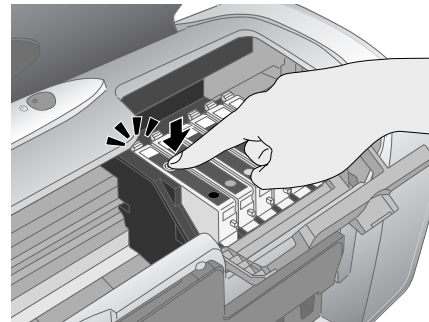
- Warning:** Keep ink cartridges out of the reach of children.
If ink gets on your hands, wash them thoroughly with soap and water. If ink gets in your eyes, flush them thoroughly with water.
6. Unwrap the new ink cartridge.

Caution: Don't touch the green circuit board or remove any labels.

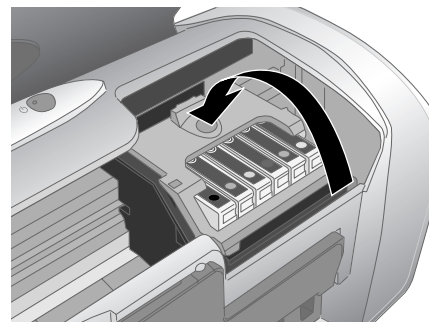


Don't touch the green circuit board

7. Lower the cartridge into the holder, with the green circuit board facing the front. Then gently push the cartridge down until it clicks into place.



8. If you need to replace another ink cartridge, repeat steps 5 through 7 before continuing with step 9.
9. Close the cartridge cover.



10. Close the printer cover and press the Δ ink button. The printer begins charging the ink delivery system.

The green P power light flashes and the printer makes noise. Charging takes about half a minute. When it's finished, the green P power light stops flashing and stays on, and the red Δ ink light goes out.

Caution: Never turn off the printer while the green P power light is flashing, unless the printer hasn't moved or made noise for more than 5 minutes.

Selecting the Paper Type Setting

Select the correct paper Type or Media Type setting so your printer knows what kind of paper you're using and adjusts the ink coverage accordingly.

For this paper	Select this paper Type or Media Type setting
Plain paper sheets or envelopes EPSON Iron-On Transfer Paper	Plain Paper
EPSON Premium Bright White Paper	Bright White Paper
EPSON Photo Quality Ink Jet Paper EPSON Photo Quality Ink Jet Cards EPSON Photo Quality Self Adhesive Sheets	Photo Quality Ink Jet Paper
EPSON Matte Paper Heavyweight EPSON Double-Sided Matte Paper PremierArt Matte Scrapbook Photo Paper for EPSON	Matte Paper - Heavyweight
EPSON Photo Paper	Photo Paper
EPSON Glossy Photo Paper EPSON All Purpose Glossy Paper EPSON Photo Quality Glossy Paper EPSON Glossy Photo Greeting Cards	Glossy Photo Paper
EPSON Premium Glossy Photo Paper EPSON Photo Stickers®	Premium Glossy Photo Paper
EPSON Premium Luster Photo Paper	Premium Luster Photo Paper
EPSON Premium Semigloss Photo Paper EPSON Semigloss Scrapbook Photo Paper	Premium Semigloss Photo Paper
EPSON ColorLife Photo Paper	ColorLife Photo Paper
EPSON Ink Jet Transparencies	Ink Jet Transparencies

Paper Loading Guidelines

You can load the following number of sheets of EPSON special media:

Paper type	Loading capacity
Premium Bright White Paper Photo Quality Ink Jet Paper	100 sheets
Photo Quality Ink Jet Cards	30 cards
Matte Paper Heavyweight All Purpose Glossy Photo Paper Glossy Photo Paper or Photo Paper ColorLife® Photo Paper Premium Glossy Photo Paper Premium Semigloss Photo Paper Premium Luster Photo Paper Semigloss Scrapbook Photo Paper PremierArt™ Matte Scrapbook Photo Paper	20 sheets

Paper type	Loading capacity
Double-Sided Matte Paper Iron-On Transfer Paper Glossy Photo Greeting Cards Photo Stickers Photo Quality Self Adhesive Sheets Ink Jet Transparencies	1 sheet

- Load all paper with the printable side up. It's usually brighter or whiter.
- If the paper has a cut corner, position it in the upper right corner as you load it in the sheet feeder.
- Check the paper package for additional instructions on using special papers.

Printing CDs and DVDs

Your printer includes a special tray that lets you print customized text, graphics, and photos directly on any ink jet-printable CD or DVD. The EPSON Print CD software makes it easy to import your own photos, add text, and modify your designs with a variety of special effects. You can print on both regular 12-cm and 8-cm CDs and DVDs.

Caution: Use only ink jet-printable CDs and DVDs for printing. Thermal-printable and regular CDs and DVDs should not be used with this printer.

You can order from your local retailer or a website, such as, www.pcmall.com, www.cdw.com, www.warehouse.com, www.zones.com, www.macconnection.com, and www.pcconnection.com. Make sure you purchase CDs and DVDs that have an ink jet-printable surface.



Follow the steps in these sections to print on CDs or DVDs:

- "Cleaning the Rollers" on page 6
- "Inserting a CD or DVD" on page 7
- "Designing CDs and DVDs" on page 7
- "Printing Your Design" on page 7

Cleaning the Rollers

Before you print on CDs or DVDs, it's a good idea to clean the rollers inside your printer. You can do this by feeding and ejecting several sheets of plain paper.

Make sure your printer is turned on and several sheets of letter-size paper are loaded.

1. Press the  button to feed a sheet of paper into the printer.
2. Press the  button again to eject the paper.
3. Repeat steps 2 and 3 several times.

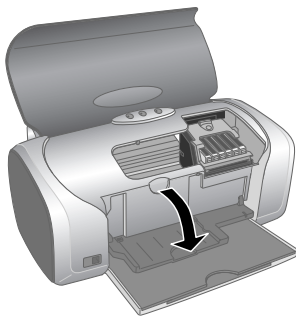
Inserting a CD or DVD

Make sure the data, music, or video is burned on your ink jet-printable CDs or DVDs before you print. Otherwise, dirt or scratches on the surface may cause errors when you burn the data. If you plan to print a large number of CDs or DVDs, it's a good idea to print a small sample, then wait a day and check the quality to make sure it's satisfactory.

If you want to check the print position or color, see your *Printer Basics* book.

Before you insert a CD or DVD, make sure the printer is turned on. Otherwise, the disc may not be positioned correctly. Then follow these steps:

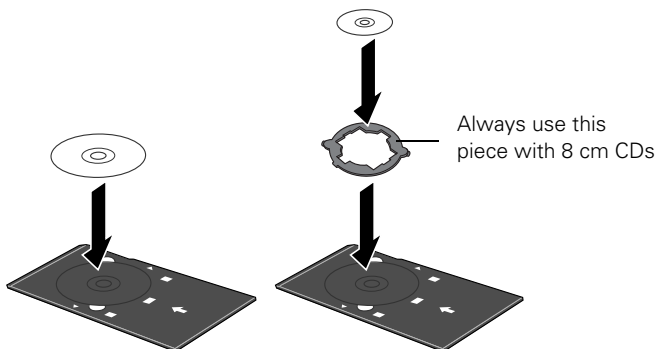
1. Push in the output tray extension, but leave the tray open.
2. Open the printer cover and pull down the CD/DVD tray guide.



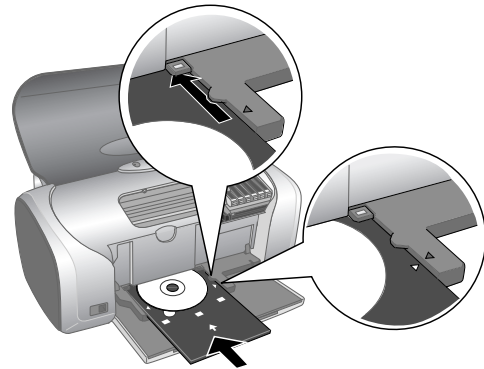
3. Place the CD or DVD on the CD/DVD tray with the white or printable side face-up. Make sure the disc lays flat in the tray.

To print on a small CD (8-cm), place the small CD ring on the tray first, then place the CD inside the ring.

Caution: Make sure you always use the small CD ring when printing on 8-cm CDs and that the CD and ring lay flat on the tray, otherwise the printer may be damaged.



4. Insert the tray carefully, making sure it's level, not tilted up or down. Push the tray under the tab and the two rollers. Don't push the tray in too far and make sure that the arrows line up exactly.



5. Follow the instructions in "Printing Your Design" on page 7 to print with EPSON Print CD.

Designing CDs and DVDs

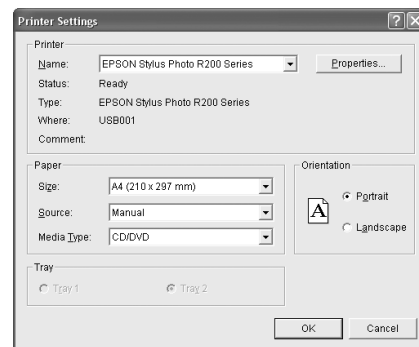
You can use the EPSON Print CD program (included on the Printer Software CD-ROM) to create and print a design with images, graphics, and text. See your *Printer Basics* book for instructions.

Printing Your Design

After you have created your design and loaded a CD or DVD, you're ready to print. Follow the steps for your operating system below.

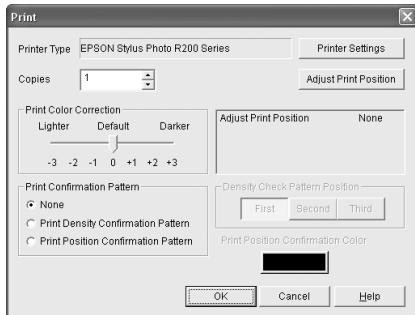
Windows

1. Open the File menu and select Printer Settings.



EPSON Stylus Photo R200

2. Make sure these settings are selected:
 - Stylus Photo R200 as the Name
 - Manual as the source
 - A4 as the Paper Size
 - CD/DVD as the Media Type
3. Click OK.
4. Open the File menu and select **Print**.



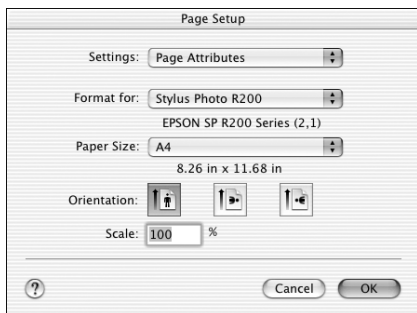
5. Click OK. The printer prints your CD and ejects it on the tray.

Note: After you print, handle the CD or DVD carefully. To allow the ink to dry, wait at least 24 hours before playing the disc or inserting it in a drive. Keep printed discs away from moisture and direct sunlight.

If you need to adjust the print position or color, see your *Printer Basics* book.

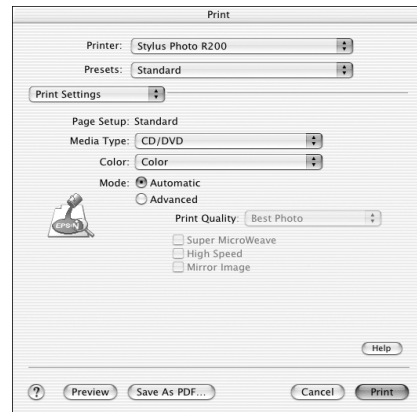
Macintosh OS X

1. Open the File menu and select **Page Setup**.



2. Make sure Stylus Photo R200 is selected as the Format for option and the Paper Size is set to A4.
3. Click OK.
4. Open the File menu and select **Print**.

5. Select these print settings:
 - Stylus Photo R200 as the Printer
 - Print Settings from the pull-down menu
 - CD/DVD as the Media Type



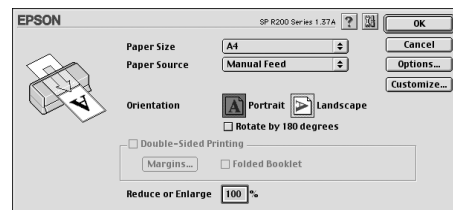
6. Click Print. The printer prints your CD and ejects it on the tray.

Note: After you print, handle the CD or DVD carefully. To allow the ink to dry, wait at least 24 hours before playing the disc or inserting it in a drive. Keep printed discs away from moisture and direct sunlight.

If you need to adjust the print position or color, see your *Printer Basics* book.

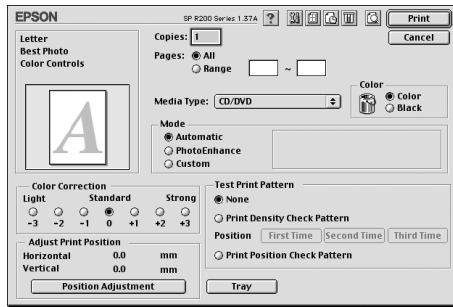
Macintosh OS 8.6 to 9.x

1. Open the File menu and select **Page Setup**.
2. Make sure SP R200 appears at the top of the screen and these settings are selected:
 - A4 as the Paper Size
 - Manual Feed as the Source



3. Click OK.

- Open the File menu and select Print.



- Select CD/DVD as the Media Type setting.
- Click Print. The printer prints your CD and ejects it on the tray.

Note: After you print, handle the CD or DVD carefully. To allow the ink to dry, wait at least 24 hours before playing the disc or inserting it in a drive. Keep printed discs away from moisture and direct sunlight.

If you need to adjust the print position or color, see your *Printer Basics* book.

Cleaning the Print Head




If your printouts are unexpectedly light or dots or lines are missing, you may need to clean the print head. This unclogs the nozzles so they can deliver ink properly. Print head cleaning uses ink, so clean it only if quality declines.

This section explains how to clean the print head using the Head Cleaning Utility.

You can also clean the print head by holding down the Δ ink button on the printer for three seconds. (This only works when the red Δ ink light is off.)

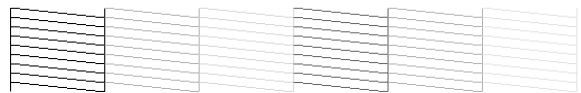
Caution: When you don't turn on your printer for a long time, print quality can decline, so turn it on and print a few pages at least once a month to maintain good print quality.

Running the Head Cleaning Utility

- Do one of the following:
 - Windows:** Right-click the  icon on your taskbar (in the lower right corner of your screen). Select **Head Cleaning**.
 - Macintosh OS X:** Open the Applications folder and select EPSON Printer Utility. Select SP R200 Series in the printer list, click OK, then select Head Cleaning.
 - Macintosh OS 8.6 to 9.x:** Select Page Setup or Print from the File menu. Click the  icon, then select  Head Cleaning.
- Follow the instructions on the screen to clean the print head.
 - Cleaning takes about 45 seconds. The printer makes noise and the green \odot power light flashes.

Caution: Never turn off the printer while the green \odot power light is flashing, unless the printer hasn't moved or made noise for more than 5 minutes.

- When the green \odot power light stops flashing, make sure paper is loaded in the printer, then do one of the following:
 - Windows:** Click Print nozzle check pattern, then click Print.
 - Macintosh:** Click Confirmation, then click Next.
- The nozzle check pattern prints.
- If the nozzle check pattern has no white lines or gaps (as shown below), click Finish.






If the pattern has white lines or gaps (as shown below), click Clean to clean the print head again.



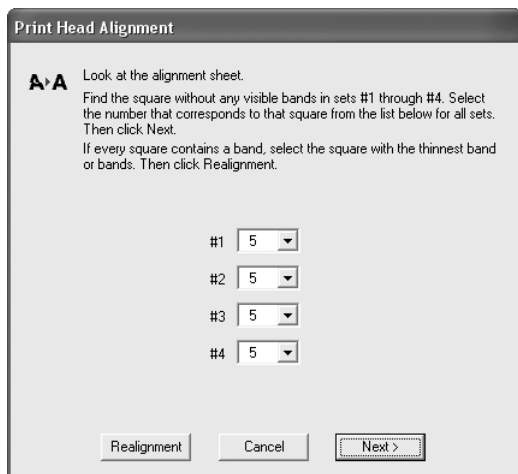
If you don't see any improvement after cleaning three or four times, you can also turn the printer off and wait overnight—this allows any dried ink to soften—and then try cleaning the print head again.

Aligning the Print Head

If your printouts contain misaligned vertical lines, or you see light or dark horizontal banding, you may need to align the print head.

1. Turn on the printer.
2. Load several sheets of plain, letter-size paper.
3. Do one of the following:
 - Windows:** Right-click the  icon on your taskbar (in the lower right corner of your screen). Select **Print Head Alignment**.
 - Macintosh OS X:** Open the **Applications** folder and select **EPSON Printer Utility**. Select **SP R200 Series** in the printer list, click **OK**, then select **Print Head Alignment**.
 - Macintosh OS 8.6 to 9.x:** From the **File** menu, select **Page Setup** or **Print**. Click the  icon, then select  **Print Head Alignment**.
4. Follow the instructions on the screen to print the alignment pattern.

You see a window like this one:

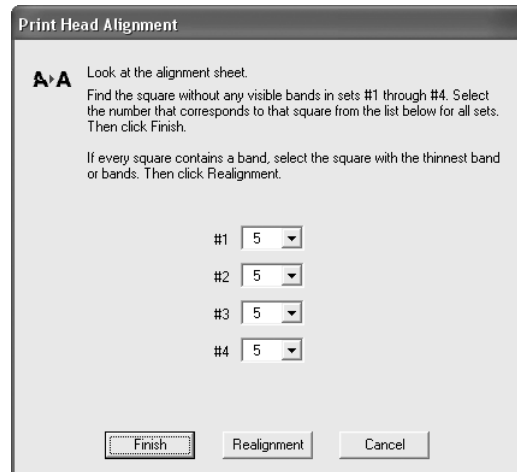


5. On the test page, select the square without any visible bands. You may need to use a magnifying glass or loupe.
6. Select one square each for rows 1 to 4, then enter the number of the best square in the corresponding boxes on the screen. Then click **Next**.

If you can't find a square without visible bands, choose the one that's best. Then click **Realignment** to print another test page and repeat this step.

7. After you click **Next**, follow the instructions on the screen to print the next test page.

You see a window like this one:



8. On the test page, select the square without any visible bands. You may need to use a magnifying glass or loupe.
9. Select one square each for rows 1 to 4, then enter the number of the best square in the corresponding boxes on the screen. Then click **Finish**.

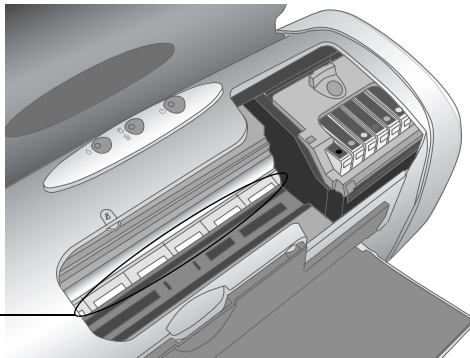
If you can't find a square without visible bands, choose the one that's best. Then click **Realignment** to print another test page and repeat this step.

Cleaning the Printer

To keep your printer working at its best, you should clean it several times a year.

1. Turn off the printer, unplug the power cord, and disconnect the USB cable.
2. Remove all the paper, then use a soft brush to clean the sheet feeder.
3. If the outer case or inside of the sheet feeder are dirty, clean it with a soft cloth dampened with mild detergent. Keep the printer cover closed to prevent water from getting inside.

- If ink accidentally gets inside of the printer, wipe it off with a damp cloth in the area shown.



Clean here

Warning: Don't touch the gears or any other parts inside the printer.

Caution: Never use a hard or abrasive brush, or benzine, alcohol, or paint thinner for cleaning; they can damage the printer components and case.

Don't get water on the printer components and don't spray lubricants or oils inside the printer.

Don't use any cleaning sheets included with special paper; they may jam inside the printer.

After transporting the printer, remove the tape securing the print head and test your printer. If you notice a decline in print quality, clean the print head (see page 9); if output is misaligned, align the print head (see page 10).

Related Documentation

CPD-17239
4046837-00

EPSON Stylus Photo R200 *Start Here*

CPD-17240
4046838-00

EPSON Stylus Photo R200 *Printer Basics*

CPD-17241
3021461-00

EPSON Stylus Photo R200 CD-ROM

Transporting the Printer

If you need to move your printer some distance, you must prepare it for transportation in its original box or one of a similar size.

Caution: To avoid damage, always leave the ink cartridges installed when transporting the printer.

- Open the printer cover and turn on the printer. Wait until the print head locks in the far right position, then turn off the printer.
- Unplug the power cord from the electrical outlet. Then disconnect the power cord and USB cable from the printer.
- Remove any paper from the printer, then push down the paper support extension, and close the paper support.
- Make sure the CD/DVD tray guide is closed, then push in the output tray extension and close the tray.
- Open the printer cover. Secure the ink cartridge holder to the printer with tape, then close the printer cover.
- Repack the printer and its attachments in the original box using the protective materials that came with them.

Keep the printer level as you transport it.